

Message Text

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ACTION OPR-02

INFO OCT-01 NEA-10 ISO-00 CU-04 AID-05 /022 W

----- 080645

R 131620Z FEB 76

FM AMEMBASSY ALGIERS

TO SECSTATE WASHDC 3849

UNCLAS SECTION 1 OF 2 ALGIERS 0381

DEPT FOR A/OS, LUEBKE

E.O. 11652: N/A

TAGS: ASCH, AG

SUBJECT: AMERICAN SCHOOL OF ALGIERS

1. FOLLOWING IS JOB DESCRIPTION OF DIRECTOR, AMERICAN SCHOOL OF ALGIERS, FOR YOUR USE AT AAIE MEETING AND WITH OTHER CANDIDATES. PLEASE PASS ALSO TO DR. HERMINGHAUS, WHO WILL BE AT MEETING AND CAN INTERVIEW INTERESTED CANDIDATE:

1. THE BOARD OF TRUSTEES OF THE AMERICAN SCHOOL OF ALGIERS IS RECRUITING TO FILL THE POSITION OF DIRECTOR OF THE SCHOOL, EFFECTIVE THE SCHOOL YEAR BEGINING SEPTEMBER 1976, WITH A REPORTING DATE IN ALGIERS OF AUGUST 15, 1976.

2. A TWO-YEAR CONTRACT IS ENVISAGED; IF SATISFACTORY TO BOTH PARTIES THE CONTRACT WOULD BE RENEWABLE.

3. MINIMUM SALARY BASE IS \$15,000, WITH THE EXACT FIGURE TO BE DETERMINED BY CREDENTIALS AND EXPERIENCE; NO LOCAL TAXES.

4. THE DIRECTOR IS ATTACHED TO THE U.S. EMBASSY. THE POSITION INCLUDES THE FOLLOWING BENEFITS: TRANSPORTATION TO ALGIERS FOR SELF AND IMMEDIATE FAMILY; HOUSING AND UTILITIES PROVIDED; MOVING EXPENSES PAID UP TO \$2,000 ON AN ACTUAL EXPENSE BASIS; FULL TUITION PAID FOR DEPENDENT CHILDREN AT AMERICAN SCHOOL; HEALTH INSURANCE FOR SELF

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AND DEPENDENTS; PAID SHIPMENT OF CAR FROM MARSEILLE WITH

DUTY-FREE ENTRY TO ALGERIA; ACCESS TO AMERICAN EMBASSY
HEALTH SERVICE, LOCATED AT SCHOOL, FOR SELF AND DEPENDENTS;
PAID VACATION OF 40 WORKING DAYS PER YEAR.

5. THE AIM OF THE SCHOOL IS TO PROVIDE A HIGH QUALITY,
PRIMARY SCHOOL (K-8) EDUCATION IN THE ENGLISH LANGUAGE,
BASED ESSENTIALLY ON THE AMERICAN SYSTEM. THE CURRENT
ENROLLMENT IS 175, MADE UP OF 22 NATIONALITIES, OVER 50 PER-
CENT OF WHICH ARE AMERICAN, BRITISH AND CANADIAN. THE STAFF
CONSISTS OF 18 TEACHERS, 1 SECRETARY/ASSISTANT AND 3
MAINTENANCE WORKERS. UNDER THE PRESENT DIRECTOR THE
SCHOOL IS MAKING GOOD PROGRESS IN DEVELOPING A
UNIFIED CURRICULUM AND IN PROCURING NECESSARY TEXTBOOKS
AND OTHER EDUCATIONAL MATERIALS. THE STANDARD OF
EDUCATION IS HIGH, THE STUDENT BODY BRIGHT AND MOTIVATED.
THE TEACHING STAFF IS EXCELLENT, THOUGH THERE IS A
PROBLEM OF TURN-OVER, SINCE THE STAFF IS LOCALLY RE-
CRUITED.

6. THE DIRECTOR IS THE CHIEF EXECUTIVE OF THE SCHOOL
AND ITS ACADEMIC HEAD. HE IS RESPONSIBLE DIRECTLY TO THE
BOARD OF TRUSTEES. THE FUNCTIONS OF THE DIRECTOR ARE:

(A) TO DIRECT THE ACADEMIC ACTIVITIES OF THE SCHOOL, TO
FORMULATE AND KEEP UNDER REVIEW THE CURRICULUM AND TO
SUPERVISE THE WORK OF INDIVIDUAL TEACHERS.

(B) TO MAINTAIN THE SCHOOL'S ACCOUNTS AND, WITH THE
TREASURER, PREPARE THE BUDGET.

(C) TO ADVISE THE BOARD ON THE APPOINTMENT OF TEACHERS
AND OTHER STAFF.

(D) TO MAINTAIN SCHOOL DISCIPLINE.

(E) TO ARRANGE FOR THE PURCHASE OF TEXTBOOKS, INSTRUCTIONAL
MATERIALS AND SUPPLIES AS REQUIRED.

(F) TO SUPERVISE THE MAINTENANCE OF THE SCHOOL'S
PREMISES AND GROUNDS. THE DIRECTOR IS THE
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CATALYST THAT HOLDS THE SCHOOL TOGETHER. THE STANDARD
SET HAS BEEN VERY HIGH AND IN ADDITION TO NECESSARY
PROFESSIONAL QUALIFICATIONS, THE DIRECTOR IS EXPECTED
TO HAVE PERSONAL QUALITIES THAT WILL ENABLE HIM TO
MAINTAIN THE RESPECT OF THE TEACHING STAFF, STUDENTS,
PARENTS AND BOARD OF TRUSTEES AND TO MAINTAIN THE
UNITY AND SENSE OF COMMUNITY THAT NOW EXISTS. A
KNOWLEDGE OF THE FRENCH LANGUAGE IS DESIRABLE BUT NOT

MANDATORY. BECUASE OF HIGH TURNOVER AND LOCAL RE-
CRUITMENT THE DIRECTOR NEEDS TO WORK VERY CLOSELY
WITH INDIVIDUAL TEACHERS.

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ACTION OPR-02

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R 131620Z FEB 76

FM AMEMBASSY ALGIERS

TO SECSTATE WASHDC 3850

UNCLAS SECTION 2 OF 2 ALGIERS 0381

DEPT FOR A/OS, LUEBKE

7. THE PHYSICAL PLANT IS ADEQUATE FOR CURRENT ENROLL-
MENT; TWO NEW PRE-FABRICATED CLASSROOMS WERE CON-
STRUCTED THIS YEAR. THE SCHOOL IS LOCATED IN A LARGE
WOODED PARK OWNED BY THE GOVERNMENT OF ALGERIA AND
LEASED TO THE AMERICAN EMBASSY. THE CHANCERY AND THE
U.S. AMBASSADOR'S RESIDENCE ARE ACROSS THE STREET.
MOST OF THE CLASSROOMS AND THE DIRECTOR'S OFFICE ARE
CONNECTED AROUND A SMALL COURTYARD. THERE IS A
PLAYGROUND AREA PLUS A PLAYING FIELD,
RECENTLY RESURFACED. THE CLINIC, WHICH IS STAFFED
BY A NURSE, IS LOCATED ON THE GROUNDS IN THE LOWER
LEVEL OF A HOUSE LEASED BY THE AMERICAN EMBASSY AS A
RESIDENCE FOR THE DEPUTY CHIEF OF MISSION. THERE IS A
SMALL MOVIE THEATER WHICH IS ALSO USED FOR EXTRA-
CURRICULAR ACTIVITIES SUCH AS COURSES IN JUDO AND BALLET.

8. THE GOVERNING BODY OF THE SCHOOL IS THE BOARD OF
TRUSTEES, WHICH CONSISTS OF A8 MEMBERS - 3 APPOINTED
AS RESPRESENTATIVES OF AMERICAN, BRITISH AND CANADIAN
AMBASSADORS AND 5 ELECTED BY THE SCHOOL ASSOCIATION
FOR TWO-YEAR TERMS.

9. INTERESTED CANDIDATES SHULD WRITE TO MR. STEPHEN
R. LYNE, CHAIRMAN OF THE BOARD OF TRUSTEES, AMERICAN
SCHOOL OF ALGIERS, U.S. EMBASSY, P.B.P. 549, ALGIERS,

ALGERIA.PARKER

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